

AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON WEDNESDAY, AUGUST 7, 2013, IN COUNCIL CHAMBERS, 17755 MAIN STREET, DUMFRIES, VIRGINIA: ON A MOTION DULY MADE BY _____, AND SECONDED BY _____, THE FOLLOWING RESOLUTION WAS ADOPTED BY THE FOLLOWING VOTE:

Charles C. Brewer, ____;
Gerald M. Foreman, II, ____;
Kristin W. Forrester, ____;
Helen D. Reynolds, ____;
Willie J. Toney, ____;
Gwen P. Washington, ____;
Derrick R. Wood, ____;

**RESOLUTION TO ENTER INTO A MEMORANDUM OF UNDERSTANDING
BETWEEN THE TOWN OF DUMFRIES AND THE PRINCE WILLIAM COUNTY
PUBLIC SCHOOL SYSTEM REGARDING A SCHOOL RESOURCE OFFICER**

WHEREAS, Town Council voted on February 5, 2013 to fund a full-time School Resource Officer position to be assigned to Dumfries Elementary School; and

WHEREAS, the Dumfries Police Department advertised and selected a School Resource Officer to serve in the Dumfries Elementary School; and

WHEREAS, staff from both the Town of Dumfries and the Prince William School System have met, developed, and agreed upon a Memorandum of Understanding (MOU) that will provide services to the students of Dumfries Elementary School and their parents; and

WHEREAS, the Prince William County School Board has approved the MOU and authorized the Superintendent of Schools to sign the MOU; and

WHEREAS, the Prince William County Schools Superintendent of Schools has signed the MOU Agreement; and

WHEREAS, the Town of Dumfries Mayor and Town Manager must also sign the MOU Agreement in order for it to become effective.

NOW, THEREFORE BE IT RESOLVED that the Dumfries Town Council on this 7th day of August 2013 authorizes the Mayor and Town Manager to enter into a memorandum of understanding with the Prince William County Public School System for the purposes thereof.

By Order of Council:

Gerald M. Foreman, II, Mayor

Attest: _____
Dawn Hobgood, Town Clerk

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE TOWN OF DUMFRIES POLICE DEPARTMENT

AND

THE PRINCE WILLIAM COUNTY PUBLIC SCHOOLS

I. Mission Statement

The mission of the Town of Dumfries Police Department and the Prince William County Public Schools is to foster a partnership designed to provide coordination and utilization of services by the Town of Dumfries Police as they serve the students enrolled in the Prince William County Public Schools, and their parents. This will be achieved by the cooperative effort of the School Resource Officer (SRO) and school administrator. These efforts will not only be centralized to the individual school but extended to the communities they service.

II. Goal

The goal of this Memorandum is to establish procedures and guidelines with respect to the expectations and description of duties performed by the SRO (its member and supervisor) and school administrator, access to student education records, and the cooperative arrangement for coordination and utilization of services of the Police Department. In addition, both parties will endeavor to foster relationships of cooperation, mutual support and the sharing of information and resources as they work together to maintain a safe and secure environment for students, staff, and visitors.

III. Description of Duties

The Town of Dumfries Police Department shall provide law enforcement services, to the extent resources are available and designated, at no cost to the Prince William County Public Schools through the assigned SRO. The Town of Dumfries Police Department shall provide for the employment, supervision, and evaluation of the SRO. The SRO shall:

- Be based at Dumfries Elementary School.
- Serve the law enforcement needs of the elementary school.
- Provide presentations on substance abuse, DWI, curfew, shoplifting, runaway prevention, suicide prevention, child abuse/neglect, gang participation, constitutional law and other agreed upon topics that become relevant to the community's needs throughout the school year.
- Provide consultation to staff and parents on matters dealing with law enforcement.
- Work with parents and/or school groups on law enforcement issues.

- Investigate law enforcement issues that occur on school property and provide assistance to school administrators on these issues.
- Keep the base school informed of their daily schedules.
- Assist school staff with interpretation of law as it relates to police matters.
- Update school staff on major issues that affect safety and assist with forming and implementing safety plan.
- Comply with School Board policy and regulations unless prohibited by state or federal law and/or department policy.

The Prince William County Public Schools shall assist the Town of Dumfries Police Department by providing administrative assistance:

- To provide office space (to include a computer, printer, and secure file storage) for the SRO's use.
- To provide opportunities for the SRO to work with students during the regular school day.
- On an annual basis, provide the SRO with access to one copy of the school yearbook.
- To assist in working with students, parents, and staff to promote good citizenship practices.
- To serve as a resource on school policy, procedures, and regulations.
- Problems requiring police investigation and any criminal incident involving the student population will be immediately reported to the SRO. In the event the SRO is not available, notification will be made to the Police Department by contacting the SRO supervisor or by contacting the Police Department's emergency or non-emergency number. Both parties shall comply with notification of criminal activities as outlined in Article 22.1-279.3:1 of the Code of Virginia.
- In cases of emergency, school officials should call 9-1-1 for immediate police assistance.
- To facilitate access to the PWCS student data system. School based SRO shall be provided with on-site access. Further information regarding access to student records is outlined in section VIII of this Memorandum of Agreement related to conformance with the Family Educational Rights and Privacy Act (FERPA).
- To share information and evidence as required for police to complete investigation of criminal incidents, including access to school surveillance cameras.
- Each principal with an assigned SRO shall provide feedback to the SRO supervisor on the SRO's performance.

An SRO assigned to full-time duty at an elementary school must be recognized as a valuable resource. It is imperative that the officers assigned in this capacity be utilized to their fullest extent. These officers must be given full partnership in the daily safety and security decision making process of their respective schools. Anything less than full partnership and cooperation will be cause for re-evaluation of the officer's assignment and could be grounds for transfer to other duties outside of the school system.

The Town of Dumfries Chief of Police and the Director of Risk Management and Security Services will work collaboratively to mitigate any issues between the school-based SRO and school administration. All such issues will be brought to their attention for resolution.

IV. Desired Outcomes

Through this cooperative effort, the Town of Dumfries Police Department and the Prince William County Public Schools wish to make the students, staff, and visitors safe while on school property and reduce the negative activities that lead to criminal acts. They further desire to educate the students, staff, and parents of legal issues to improve the quality of life in the school system and the community they serve.

V. Information Sharing

The Town of Dumfries Police Department and the Prince William County Public School System have an arrangement with regard to information sharing. Investigations are conducted in conjunction with and with the cooperation of the Office of Risk Management and Security Services. This open partnership between the police and schools has worked to the benefit of the community and is expected to continue.

The following information may be shared with school administration by the Police Department, subject to applicable statutes and regulations governing confidentiality.

- The arrest and filing of a delinquency petition against any student under the age of 18 years.
- Other non-criminal activity that the Police Department deems pertinent to school safety and/or the student's well-being, including, but not limited to, threatening and/or attempting suicide; victimization of the student by a parent, caretaker, or other individual.

VI. Supervision Responsibility and Chain of Command for the SRO.

The supervision responsibility for the SRO will be the sole responsibility of the Town of Dumfries Police Department. The day-to-day supervision, evaluations, and control will rest with the SRO's immediate supervisor. The school's administrative staff will routinely deal directly with the assigned SRO, but should there be any concerns or need to speak to a higher level of authority, the supervisor shall be the point of contact. If the supervisor is not available, the Chief of Police should be contacted. (The school administrative staff should contact the Public School Office of Risk Management and Security Services should they have any questions concerning this MOU or to obtain advice concerning the actions of the SRO as it pertains to this MOU.) Office and cellular phone numbers will be provided to the school staff for the SRO and supervisory staff.

VII. Decision Making Authority Regarding Enforcement of Applicable Law and Procedures by the SRO

The decision making authority concerning enforcement of all laws rests with each individual SRO. The SRO will seek input from school administrators, Town Attorney, County Attorneys and their supervisors if the situation dictates, to aid in making such decisions. Should there be a question as to the SRO's actions, their immediate supervisor, as previously noted, should be contacted. The supervisor will cause an investigation into the inquiry to assure proper regulations were adhered to and the decision making process was sound.

VIII. Student Educational Records

“Student educational records” mean all records (written or electronic), files, documents and other materials maintained by Prince William County Public Schools which contain personally identifiable information directly related to a student, subject to certain limited exceptions, such as records created and maintained by the members of the Office of Risk Management and Security Services or the Town of Dumfries Police Department for the purpose of enforcing state or federal laws and the policies and regulations of the School Board and the PWCS Code of Behavior.

Personally identifiable information relating to specific students enrolled in the Prince William County Public Schools shall only be disclosed to, or accessed by, members of the Police Department, including members of the SRO unit, under the following conditions:

Personally identifiable information contained in student educational records may not be accessed by, nor disclosed to, SROs or other members of the Police Department, without written parental consent, except for the following purposes:

- Where a member of the SRO unit or other member of the Police Department is assisting the School Division in investigating student misconduct related to the schools which may violate federal, state, or local laws, or School Board policies and regulations or the Code of Behavior, in which case the SRO or other member of the Police Department is considered a “school official” with a “legitimate educational interest” in the records or information sought, if access to such records or information is necessary for them to carry out the officer’s professional responsibilities for the school.
- To further the ability of the Juvenile Justice system to effectively serve a student prior to adjudication, and then only upon written certification provided to the School Division from the person to whom the information is disclosed that the information will not be provided to any party, other than state and local law enforcement or correctional personnel, attorney for the Commonwealth, court services units, juvenile detention centers or group homes, mental and medical health agencies, state and local children and family services agencies, and the Department of Juvenile Justice and to the staff of such agencies.
- In connection with an emergency, if the knowledge of such information is necessary to protect the health or safety of the student or other individuals, and then only upon the condition that the person(s) to whom such information is provided agree that the information will not be provided to any other party outside the Police Department, unless that party is another law enforcement or safety official responding to the emergency.
- In response to a judicial order or any legally issued subpoena and then only upon the condition that the student and parents are notified in advance of disclosure of the information.

Any member of the Police Department who is provided access to personally identifiable information relating to a student of Prince William County Public Schools agrees that he or she will not disclose such information to any person or entity outside the Police Department other

than as provided above, and will not use such information for any purpose other than as specified above. The Police Department recognizes that, in the event such information is improperly disclosed by any member of the Police Department, the School Board may not allow that member of the Police Department to access personally identifiable information from student educational records for at least five years, pursuant to FERPA.

Agreement to Abide by School Board Acceptable Use Policy

Any member of the Police Department who is provided internet or intranet access to any information technology equipment or system owned or operated by the Prince William County Public Schools shall agree to the terms and conditions set forth in the School Board's Acceptable Use Policy as set forth in School Board Regulation 295-1, *Computer Systems and Network Services - Acceptable Use and Internal Safety Policy*, except to the extent that such usage or access is otherwise intended to carry out the duties of the SRO or department member as set forth in this Agreement.

The Police Department agrees to provide a copy of this Memorandum of Understanding to each SRO, his or her supervisor, and any other member of the Police Department who seeks, or is provided, access to personally identifiable information relating to any PWCS student, as a condition of access to any such information.

IX. Duration/Termination of Agreement

The term of this Agreement shall be for a period of one calendar year from the date of execution of this Agreement by both parties. This Agreement shall renew annually for successive one year periods, unless otherwise terminated in writing by either party with at least 30 days notice, prior to the renewal date.

IT IS HEREBY AGREED that

Honorable Gerald M. Foreman, Mayor
Town of Dumfries

COMMONWEALTH OF VIRGINIA, TOWN OF DUMFRIES) ss.

SUBSCRIBED AND SWORN to before me, a Notary Public in and for the
Commonwealth of Virginia, on this _____ day of _____, _____, by
Honorable Gerald M. Foreman.

Notary Public

My Commission Expires:

Daniel E. Taber, Town Manager
Town of Dumfries

COMMONWEALTH OF VIRGINIA, TOWN OF DUMFRIES) ss.

SUBSCRIBED AND SWORN to before me, a Notary Public in and for the
Commonwealth of Virginia, on this _____ day of _____, _____, by
Daniel E. Taber.

Notary Public

My Commission Expires:

Steven L. Walts

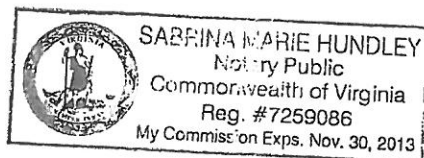
Steven L. Walts, Superintendent of Schools
Prince William County Public Schools

COMMONWEALTH OF VIRGINIA, CITY OF MANASSAS) ss.

SUBSCRIBED AND SWORN to before me, a Notary Public in and for the
Commonwealth of Virginia, on this 30th day of may, 2013, by Steven L. Walts.

Sabrina Marie Hundley
Notary Public

My Commission Expires:
11/30/2013



AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL, HELD ON AUGUST 7, 2013, IN COUNCIL CHAMBERS, 17755 MAIN STREET, DUMFRIES, VIRGINIA: ON A MOTION MADE BY _____, AND SECONDED BY _____, THE FOLLOWING RESOLUTION WAS ADOPTED BY THE FOLLOWING VOTE:

Charles C. Brewer, ;
Gerald M. Foreman, II, ;
Kristin W. Forrester, ;
Helen D. Reynolds, ;
Willie J. Toney, ;
Gwen P. Washington, ;
Derrick R. Wood, ;

**RESOLUTION PROCLAIMING SEPTEMBER 15 – 29, 2013
DAY TO SERVE – FEED THE HUNGRY. HEAL THE PLANET.**

WHEREAS, Governor McDonnell of Virginia, Governor O'Malley of Maryland, and Governor Tomblin West Virginia along with Mayor Gray of Washington, D.C. have come together to support "Day to Serve"; and

WHEREAS, "Day to Serve" is a unique annual event that has inspired a diverse group of people to set aside their political, religious, and cultural differences to improve the communities where we live by feeding the hungry and healing the planet; and

WHEREAS, one in four Americans are worried about having enough money to put food on the table in the next year; and

WHEREAS, hunger is an issue that goes beyond geographic or faith boundaries that effects many of our youth and older population; and

WHEREAS, community organizations, faith-based organizations, civic and humanitarian groups along with governmental agencies are encouraged to participate in a Day to Serve; and

WHEREAS, the Town Council encourages the citizens of Dumfries to organize, participate, or volunteer to help the poor and needy by participating in a Day to Serve; and

NOW THEREFORE BE IT RESOLVED by the Town Council of the Town of Dumfries that September 15 through September 29, 2013, be recognized as Day to Serve.

By Order of Council:

Gerald M. Foreman, Mayor

ATTEST:

Dawn Hobgood, Town Clerk

July 16, 2013

To whom it may concern,

We are asking you to join us in our efforts to generate awareness of suicide, a preventable epidemic that strikes every demographic. We are requesting a proclamation from you to declare September 8th-14th Suicide Prevention Week. This week can help raise awareness about a complex problem and has the potential to save many lives.

Most individuals who take their life attempt to reach out to someone first. Many do not want to actually die, they just want help. With your help, this proclamation can put us on the right path. Part of the problem with dealing with suicide is the taboo society has placed upon. An awareness week would greatly aid in helping to break that barrier. Suicide affects all ages, races, and genders; it is a leading killer across the board. This subject is especially pertinent now, as suicide rates typically increase during periods of economic stagnation.

In 2010 alone, the Center for Disease Control reported 38,364 suicides. The national rate has only been going up since then. It is estimated that for every 25 suicide attempts, 1 death occurs; countless people who make attempts are ignored only to go on to take their own lives. It isn't about attention; it is about the health and safety of our citizens.

By signing this proclamation, you are supporting this life-saving effort. You could be helping to save a friend that has never expressed their thoughts of suicide. Suicide can only be a silent killer if we choose to ignore it. If you have any questions please feel free to contact me at 703-221-1144. Thank you.

Sincerely,

William Harms
ACTS Helpline Assistant Director
703-221-1144
wharms@actspwc.org

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Willie J. Toney, ____;
Gwen P. Washington, ____;
Derrick R. Wood, ____;

**RESOLUTION PROCLAIMING SEPTEMBER 8 – 15, 2013
NATIONAL SUICIDE PREVENTION**

WHEREAS, in the United States, one person dies by suicide every 18 minutes, and it is estimated that 5 million people in the United States have lost a loved one to suicide in the past 25 years; and

WHEREAS, suicide is the third leading cause of death among youth between the ages of 15 and 24, and the second leading cause of death for college students; and

WHEREAS, suicide is the 11th leading cause of all deaths in the United States, and mental health issues will strike one in five adults each year regardless of age, gender, race, religion, or economic status; and

WHEREAS suicide is the most preventable cause of death, and approximately 80% of suicidal individuals communicate their intent prior to taking their lives; and

WHEREAS agencies such as ACTS Helpline are committed to reducing the frequency of suicide attempts, the pain of survivors affected by the suicide death of a loved one, through community education, intervention services, and bereavement services; and

WHEREAS ACTS Helpline has provided 24/7 telephone support since 1981 to individuals in crisis, information and referral numbers to community resources, community education and outreach throughout the greater Prince William community, Manassas City, and Manassas Park.

THEREFORE BE IT RESOLVED that it is proclaimed that September 8th through September 15th, 2013 is

NATIONAL SUICIDE PREVENTION WEEK

...and commend ACTS Helpline for responding to over 2,000 crisis calls a month, promoting mental health, providing education on depression, suicide prevention, intervention, and post-vention in our community.

By Order of Council:

Gerald M. Foreman, Mayor

Attest:

Dawn Hobgood, Town Clerk

AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON WEDNESDAY, AUGUST 7, 2013, IN COUNCIL CHAMBERS, 17755 MAIN STREET, DUMFRIES, VIRGINIA: ON A MOTION DULY MADE BY _____, AND SECONDED BY _____, THE FOLLOWING RESOLUTION WAS ADOPTED BY THE FOLLOWING VOTE:

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Helen D. Reynolds, ;
Willie J. Toney, ;
Gwen Washington, ;
Derrick Wood, ;

Resolution Authorizing the Clerk to Advertise a Joint Public Hearing for the Adoption of the Historic District Guidelines

Whereas, in August of 2012 staff contracted with The Berkley Group to assist the Architectural Review Board (ARB) with updating the Historic District Design Guidelines, with the first official meeting being held on September 11, 2012; and

Whereas, at the ARB's meeting on November 20, 2012 the Historic District Design Guidelines were approved and forwarded to Town Council for consideration with the recommendation to approve; and

Whereas, Town Council reviewed the proposed updates to the Historic District Design Guidelines at their work session on January 22, 2013; and

Whereas, on April 2, 2013, Town Council held a duly advertised joint public hearing with the ARB on the proposed Historic District Design Guidelines; and

Whereas, Council further discussed the matter on April 16, 2013 asking the ARB to relook at the Historic District Design Guidelines to allow the Zoning Administrator to administratively approve weekend type projects; and

Whereas, the ARB discussed the matter at their June 11, 2013 and July 16, 2013 meetings making a recommendation to allow the Zoning Administrator to administratively approve certain projects; and

Whereas, Town Council was briefed on those changes at their July 23, 2013 work session and directed staff to proceed with a public hearing.

Now Therefore Be It Resolved that the Council of the Town of Dumfries does hereby authorize the Town Clerk to advertise a joint public hearing for September 3, 2013.

By Order of Council:

Gerald M. Foreman
Mayor

Attest: _____
Dawn Hobgood, Town Clerk

AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON WEDNESDAY, AUGUST 7, 2013, IN COUNCIL CHAMBERS, 17755 MAIN STREET, DUMFRIES, VIRGINIA: ON A MOTION DULY MADE BY _____, AND SECONDED BY _____, THE FOLLOWING RESOLUTION WAS ADOPTED BY THE FOLLOWING VOTE:

Charles C. Brewer, ____;
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Willie J. Toney, ____;
Gwen P. Washington, ____;
Derrick R. Wood, ____;

**RESOLUTION MAKING APPOINTMENTS TO
THE PARKS AND RECREATION COMMISSION**

WHEREAS, the Town Council has created Committees to be responsible and give oversight over the functions of Town government and administration; and

WHEREAS, Council created a Parks and Recreation Commission at their February 5, 2013 meeting; and

WHEREAS, the Parks and Recreation Commission is to consist of five residents, a Council Member to serve as Chair, and a staff member; and

WHEREAS, the Commission serves in an advisory role to the Town Council; and

WHEREAS, the Commission is charged with obtaining input from the citizens and making recommendations to the entire Town Council about the future use of the Town's parks and programming; and

WHEREAS, the Ginn Park Committee has reviewed the letters of interest submitted to the Town Manager and is ready to make a recommendation to Council; and

WHEREAS, appointments will be made with staggered terms of two or three years; and

WHEREAS, a Commission report shall be given by the appropriate Council member at the Councils' first meeting after the Boards and Commission reports under Council Reports.

NOW THEREFORE BE IT RESOLVED, that the following individuals be appointed to the Parks and Recreation Commission to serve for a term that shall expire as designated:

Appointee	Term to expire
Bobby Connett	6-30-2015
Daniel Miles	6-30-2015

William O'Kelly Russell

6-30-2016

Matthew Critchley

6-30-2016

By Order of Council:

Gerald M. Foreman, Mayor

Attest:

Dawn Hobgood, Town Clerk